

Intergroup Meeting Minutes: October 9, 2019

Meeting Chair: Sandy K., Intergroup Chair

- Three new members attended.
- Meeting opened at 7:00 PM with a Moment of Silence, followed by the Serenity Prayer
- Reading of 12 Traditions by Steve H., Step by Step Group.
- Roll Call from the floor was taken. Groups in attendance: Freedom Group, Friday Night Chelsea Big Book, Orleans Hub, Step by Step, Awakening, Uptown, Maitland Group, Search for Serenity, Hand in Hand, Carp Fellowship, Queensway/Carleton, Attitude of Gratitude, Stittsville 2nd Chance, Sisters of Sobriety, B-United, Serenity at Sunrise, West-End Group, Venture, Stepping Ahead, Parkwood Hills, Beacon Hill, Secular Sobriety, Sunday Night Big Book Study Group, Westboro Big Book, Lunch Bunch, Back to Basics, Ottawa South, New Day, Heritage, Pinecrest.
- 28 voting members present and 2 non-voting members (excluding 7 Executive members) attended.
- The September minutes were approved as presented.
- Agenda approved as distributed.

REPORTS

CHAIR PERSON: Sandy K.

1. The Office Administrator's hours are: **Tuesday and Wednesday 8:30 am to 2 pm, Friday 8:30 am to 1 pm.** The office is open Saturdays from 1pm to 4 pm.
2. Intergroup Elections to be held in December for the following positions Vice Chair, Secretary, 12 Step Coordinator, Eastern Ontario Conference Vice Chair, Spring Conference Vice Chair and Webmaster. Please bring names forward to Ron M for nomination.

VICE CHAIR: Harry B.

1. Insurance – Renewal forms are out for the insurance program. The rate remains at \$100 + \$8 tax. The program saves Ottawa groups \$12,000 in possible insurance premiums. The insurance is portable. If your group moves the insurance moves with you. The Webmaster will add the insurance renewal form permanently to the website.

SECRETARY: Anne D.

1. Nothing to report.

TREASURER: Sandy C.

1. The new chips are very popular.
2. The financial statements were presented. Group donations are good.
3. Office Administrator is confident all the sales invoices have been recorded correctly. Invoices have been paid and office administration is in good order.

TAS and 12 Step COORDINATOR: Al L.

1. In September there were 190 calls, 54 voicemails and 9 calls answered remotely. There were 26 unassigned shifts.
2. A couple of people have been added to the 12 Step list. A brief explanation of how a 12 Step call works was given. No personal phone numbers are ever given out. More people are needed for the 12 Step list.
3. **The TAS Training Video and the documents required to do TAS are all on the website in Service Login section.**

LITERATURE: Doris M (absent) Sandy K read the report.

1. Literature will be available at the EOC Friday afternoon and all day Saturday. Volunteers will be in the office between 1 and 4 on Saturday for anyone wanting to purchase literature.
2. There are no soft-covered 12 & 12 books available currently. The silver (aluminum) Desire chips are available. A Big Book order will arrive at the end of the month.

WEBMASTER: Carolyn O.

1. The Webmaster attended the National AA Technology Workshop (NAATW) held September 19 -22 and thanked the members for making that possible. Ottawa Intergroup is on the leading edge of technology in the AA Fellowship. Live chats, video meetings, etc. are being used to reach out to the still suffering alcoholic and connecting to remote communities. A 1960 quote from Bill W was read saying the manner of communication will change, must change.
2. Webmaster was elected to the NAATW steering committee.
3. 7th Tradition instructions are back up on the Ottawa Intergroup AA website.

NEWSLETTER COORDINATOR: Jeff F.

1. The October OPP has lots of coverage on the Eastern Ontario Conference (EOC).
2. Looking for stories that reflect where this fellowship is going.
3. Appreciation shown for the archives/history of the Ottawa AA groups in the OPP.

SPRING CONFERENCE: Chair no report

EASTERN ONTARIO CONFERENCE: Peggy F., Chair

1. The Eastern Ontario Conference (EOC) Chair thanked the Newsletter Coordinator for the coverage in the OPP.
2. 254 banquet tickets have been sold. The banquet may sell out. Day tickets to be sold.
3. On Friday the conference will start with a West Coast shot gun meeting. The Friday night Speaker will present at 7:15 pm. The Masquerade Party will begin after the countdown on Friday night.
4. Sign-up required for the workshops as there are limited spots available.
5. A request was made for food for the Hospitality Suite.

POLICIES AND PROCEDURES COMMITTEE: Clint M.

1. A reminder was given that the committee would be looking for approval for the Business Procedures section of the Policies and Procedures document later in the meeting. It was reiterated that the section being voted on is only the first of several procedures to be brought to the membership for consideration.
2. A request was made for another Intergroup Representative to join the Policies and Procedures Committee. Committee Meetings are held on the last Sunday from 1 to 3 pm.

ELECTIONS: Chair

1. Ron M and Bruce G, the nominating committee reported the following people have put their names forward: Willie P. – Vice Chair, Spring Conference; Andrew B. – Vice Chair Fall Conference; Natalie L. – 12 Step Coordinator.
2. It was suggested by a member that individuals from all 3 Ottawa AA Districts be represented on the Intergroup Board.
3. As a matter of procedure, each person putting their name forward will be asked to introduce themselves and give a service resume at the November Intergroup meeting.

MCNABB MEETING:

1. Jon C., Friday Night Chelsea Big Book reported for September 2019. Unknown to Intergroup and the Chelsea group the McNabb building was closed for two weeks. They had 3 meetings, 2 discussion meetings and 1

speaker meeting at the end of the month. The 7th tradition was about \$44.00. By the Book volunteered for October and Ottawa South for November. **Group needed to host McNabb meetings in December 2019, January and February 2020.** B-United volunteered to host the McNabb meetings for March 2020.

2. Groups are to bring meeting lists, coffee supplies, chips, to print out and take the **McNabb Meeting Format (available at <https://www.ottawaaa.org/intergroup/mcnabb.php>)**, etc. to the meeting.
3. Reminder: During the Intergroup meeting in the month after a group's commitment, the Intergroup Rep is asked to report on the McNabb 7th tradition, attendance and any issues that may have occurred. The monthly rent for McNabb is \$80.17.

OLD BUSINESS:

POLICIES AND PROCEDURES – Business Procedures Discussion Recommendation

1. The Reps acknowledged with a show of hands that they were ready to proceed to a vote. Marcel, a visitor, will make the count.
2. **The Policies and Procedures Committee recommended Intergroup adopt in its entirety the August 25th draft of the Business Procedures section of the Policies and Procedures document as distributed to the membership along with the minutes from the September membership meeting. Twenty-two (22) were in favour, and Six (6) opposed. Approved. Approval procedure attached below.**
3. **Kelly R., West-End Group, moved that the new Business Procedures come into effect on the election of the new Executive table. Mike M., Sunday Night Big Book seconded the motion. There was one (1) abstention, 27 approved. The motion was approved.**

NEW BUSINESS:

MEMBERSHIP SHARING

1. No discussion this month.

COFFEE VOLUNTEER (October/November)

1. Michel D., Secular Sobriety was thanked for making the coffee for the October meeting. Sandy K., Chair will make the coffee in November.

Motion to adjourn Meeting by: Fraser M., Search for Serenity, seconded by Kristen S, Maitland Group.

Meeting closed at 8:00 pm with the Responsibility Pledge

Next meeting: WEDNESDAY, November 13, 2019 at 7:00 PM, Nepean Room, Bronson Centre.

**Ottawa Area Intergroup of
Alcoholics Anonymous®**

Policies and Procedures

August 25, 2019

DRAFT

Business Procedures

1. Rules of Order

All meetings are conducted according to the Policies and Procedures adopted by Ottawa Area Intergroup. **The business procedures generally follow Robert's Rules of Order.**

2. Quorum¹

A quorum for the transaction of business at any meeting of members will consist of not less than twenty-two (22) intergroup representatives and (4) officers.

The intention of the above quorum is that the number of voting intergroup representatives will always be at least 2/3 of the total vote.

For the transaction of business at director meetings, four (4) directors will form a quorum.

3. Eligibility to vote²

Intergroup representatives; (or in his/her absence, the alternate intergroup representative; or in the absence of both, a member from the group) *and officers, and committee chairs and are eligible to vote, or present a motion.*

All officers, as elected trusted servants, each with their own relevant service experience, are individually responsible for acting in the best interests of Ottawa Area Intergroup as a whole and are expected to exercise their right of participation accordingly.

Duties of the Chair

The Chair has the same right as other members of Intergroup, but to maintain impartiality, exercises discretion with respect to their level of participation.

¹ By-Law Article 21:00

² Concept #4, Right of Participation

For example, the chair will not normally participate in the discussion, nor be expected to participate in a 'show of hands' vote especially those of a divisive nature.

In circumstances where, the chair is absent from a meeting, or in the rare occasion, the chair wishes to participate in the discussion, the duties of the chair will temporarily be performed by the next officer in the order indicated on the agenda.

4. Motions

Background

It is essential the group conscience be informed, and that all relevant information is presented before an item is discussed. Experience has taught us that it is best to have thoroughly researched and discussed an idea before a vote is taken.

Issues that are or have the potential to become contentious are best not forced to an immediate conclusion. Matters of this type are best introduced, discussed, then returned to the groups for further discussion before being brought to the floor of the next meeting.

Matters of a simple nature may be dealt with by obtaining a sense of the Intergroup body.

No decision is ever final. There is always the minority opinion and the right of appeal to force reconsideration of the voting outcome.

How Items Get to the Floor

Each intergroup representative, alternate representative (or group member acting as a representative), committee chair or intergroup officer, has an equal opportunity to raise items either through a committee or from the floor.

If information is not clear or more background information is required, it is better to defer the vote on an item rather than reach a hasty conclusion.

The following are methods of bringing business to the floor:

- a) Committee recommendation - a special service or ad hoc committee has researched the item, along with all background material and committee chair presents a recommendation to Intergroup.
- b) Each intergroup representative, alternate representative (or group member acting as a representative) committee chair or intergroup officer can bring up or present an idea for discussion or make a motion for discussion. Again, it is essential that all voting members have background material and be allowed the time necessary for a group conscience to develop.

Substantial Unanimity

In voting on important matters, Intergroup seeks to obtain "substantial unanimity." This means that at least two thirds of the voting members have voted in favor of the motion and, if applicable, any amendment to the motion. In situations where it may not be obvious, the chair may wish to ask the intergroup body if the issue is important enough to require substantial unanimity (e.g., simple majority by show of hands).

Other, less important items (e.g., if or when to take a break from business) can be decided by simple majority i.e., more than 50%.

Motions

Motions should be simple and clear. If more than one idea or issue is included, it should be broken down into two or more separate motions.

A motion should initiate a positive action. Negative motions should be avoided.

Where practical, motions should be presented in writing and presented to the secretary before discussion.

The person making the motion will present the motion and background information to the intergroup body.

Once a motion is made, a second is required before any discussion occurs. If the motion is not seconded, it dies and discussion does not take place.

Discussion

The chairperson is responsible for facilitating discussion on a motion. It is important that the individual who made the motion be available to answer any questions that might arise during the discussion. Individuals wishing to comment or ask questions about the motion should do so preferably using a floor microphone.

Members should not address the motion a second time until all persons have had a first opportunity.

Comments should be relatively brief and to the point (e.g., less than two minutes). Under special circumstances, where it is necessary to clarify an issue or provide additional background information, an individual may request that the chair grant them a specified time prior to proceeding with their comments.

If someone has already made your point it is appropriate to remain silent rather than reiterate the same point.

During the discussion, comments should be restricted to the motion on the floor.

Amending a Motion

During the discussion, someone may believe that the motion requires rewording or other modification. Anyone (including the person who originally made the motion), can make a motion for an amendment. If no one seconds the motion to amend however, it dies, and discussion on the original motion continues.

If a motion to amend is seconded, discussion and voting will proceed on the amended motion.

There are two possible outcomes:

1. The amended motion is carried by the vote and the original motion dies.

2. The amended motion is defeated, and discussion resumes on the original motion.

Tabling a Motion

During the discussion it may become apparent that more information is required to arrive at an informed group conscience. Anyone can make a motion that the motion being discussed be tabled (deferred for a specified time period or until a certain date).

If the motion to table is seconded, discussion ceases on the motion being discussed. If the motion to table is carried by a simple majority vote, the motion being discussed will be deferred and brought up as a standing motion under old business at the specified time.

Withdrawing a Motion

The person making a motion or amendment may withdraw it at any time and, if agreed to by the person who seconded the motion, it is withdrawn and discussion ceases.

Terminating the Discussion

Discussion ceases under the following two conditions:

- There are no more people at the microphone to speak to the issue. At this point the Chairperson will conduct the vote.
- Someone from the floor wishes to terminate the discussion and proceed with voting. That person will take their turn at the microphone and say "I'd like to call the question." The chairperson will then ask the Intergroup if they are ready to vote. If they are in favor by two thirds majority then the chairperson will conduct the vote. If not, then discussion will resume.

Voting

The chairperson will conduct the vote, usually by a show of hands by eligible voters. Votes will be either for or against the motion. Voters may abstain but

by choosing so they will not be recognized as part of the minority opinion after the vote.

Contentious issues or those likely to generate resentments should be conducted by a written vote. For example, if the general consensus of the intergroup body (e.g., simple majority by show of hands) indicates that the motion being discussed is contentious then a written vote shall be held.

Elections are ***always*** by written ballot following the Third Legacy Procedure.

Minority Opinion

After a vote the chairperson will invite any minority (defeated side) to speak to the issue, following the guidance outlined in the above Discussion section.

Only the minority can initially address the Intergroup. Once someone from the minority has spoken, any one person from the majority can address the Intergroup for the purpose of advising that they wish to change their vote.

Reconsideration

After notification by an individual who voted with the majority that they wish to change their vote, the chairperson will ask the Intergroup if they want to re-open the motion for discussion.

If a simple majority (51%) is in favor, then the chairperson will reopen the discussion and proceed to a re-vote in the same format as before. If not, then the remaining minority can continue to address the Intergroup. Again, a majority member can ask for a re-vote with the above procedure being followed.

All voters in the minority should be allowed the opportunity to speak to the issue.

Interpreting the Vote

Once voting is complete, the results must be interpreted. They can generally be interpreted as follows:

1. Substantial unanimity, at least two thirds of the votes cast, means the course of action should be followed.
2. If less than one third is in favor, then we should not follow the action of the motion.
3. A vote between one and two thirds indicates a "maybe." This might indicate that not enough information was available at the time of the vote. If that is the case, then the chair could ask the intergroup body if they wish to have the matter readdressed by a committee for reconsideration at a future date.

Repeat Motions

Repeat motions (those with substantially the same intent) are generally not allowed. However, Intergroup may want to reconsider a motion if new information becomes available later. In this situation it would be appropriate to obtain the sense of the Intergroup and, if a simple majority favors reconsideration, the motion will be reintroduced.

Supporting Group Conscience

Once the group conscience has spoken, it is important as individual members put aside their own preferences and cooperate as part of the group. It is important to realize that we do not have to change our opinion but simply to appreciate that our common welfare must come first. This means putting our egos behind us to preserve our unity.

5. Elections

Each candidate will present their service resume to Intergroup at an election meeting.

Voting for qualified officers and directors will be conducted by written ballot in accordance with the "Third Legacy" procedure outlined in the current A.A. Service Manual for the election of "trusted servants."

6. Minutes

The Minutes of Meetings of Ottawa Area Intergroup (OAG) will include each motion (including the name and group of the member making the motion and

second) presented at the meeting along with the disposition of the motion (carried, defeated, tabled, withdrawn, or other). The minutes will also include a list of groups represented at the meeting and summary information from each of the reports presented.

The Secretary shall distribute the minutes of meetings to: registered Intergroup Representatives and Alternate Intergroup Representatives; registered group members; and all officers of the Ottawa Area Intergroup. Minutes are available on the Intergroup website and can be made available to any member of A.A. on request.